

MEETING #21– April 23

At a Regular Meeting (#2) of the Madison County Board of Supervisors on April 23, 2019 at 6:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chair
Amber Foster, Vice-Chair
Jonathon Weakley, Member
Kevin McGhee, Member
Charlotte Hoffman, Member
Jack Hobbs, County Administrator
Mary Jane Costello, Asst. County Administrator/Finance Director
Sean Gregg, County Attorney
Jacqueline S. Frye, Deputy Clerk

Call to Order

Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson called for the following additions:

11c: Develop A Committee to Work on Replacing the Zoning Administrator

Supervisor Hoffman moved that the Board approve today's Agenda as presented, seconded by Supervisor.

Supervisor Hoffman amended the original motion that the Board approve today's Agenda 'as amended', seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

3. Public Comment:

Chairman Jackson opened the floor for public comment. With no comments being brought forth, the public comment opportunity was closed.

4. Special Appearances:

5. Constitutional Officers:

a. Commonwealth Attorney: Clarissa Berry, Commonwealth Attorney, was present to advise that work is being done at her office to remedy the continuous flooding in the basement area. She further advised that the work will allow the Foothills Child Advocacy Council to resume holding interview sessions in the basement area as opposed to having her office staff, clients and other related personnel to travel to Charlottesville to hold these sessions.

➤ *Supervisor Weakley: Provided accolades for the aforementioned improvements being undertaken.*

b. Circuit Clerk of the Court: Leeta Louk, Circuit Clerk of the Court, was present to advise that her office has been issued new computers for the records room at no charge, and three (3) new computers in her office area with the new Windows 10 software program.

6. County Departments:

a. EMS: *Noah Hillstrom, Director of Emergency Medical Services, was present* and advised that Captain Dodson of the Madison County Volunteer Rescue Squad as expressed dissatisfaction with the emergency vehicles being left out in the elements. Therefore, a shelter will be put into place to allow the vehicle temperature range to be kept between 45 degrees to

85% and covered on three (3) sides. Additionally, a meeting has been held with Mr. David James in regards to the approval letter. Advanced Network Systems, Inc. (ANS, Inc.) will assist with internet and phone service (i.e. price quotes provided). Communications will continue with the Building Official to address minor building items that area still in place.

Supervisor Weakley: Questioned if the vehicle covering will be anchored by concrete pad or pier footings

Supervisor McGhee Questioned if the vehicle covering will respond to ongoing temperature changes

Mr. Hillstrom noted that it has been determined that concrete will not be needed due to the graveled area already being level, with stakes and anchor points already in place. Coverage of the emergency vehicles will eliminate the need for paid EMS personnel to go back/forth across the street before initiating use of the ambulance units.

After discussion, it was the consensus of the Board to request that Mr. Hillstrom continue working with the Building Official concerning building inspection issues, and to work with the County Administrator and Finance Director concerning necessary funding details.

b. Planning Commission: Charles Michael Fisher, Commission member, was present to advise that the Planning Commission will continue to work on the proposed draft resort ordinance at the May 1, 2019 Joint session at 7:00 p.m., to add definitions for Article 20, Article 14, application requirements, and to establish guidelines/policies that will apply for any future applicants. Further discussions have focused on:

- i. A historical district located in Orange County & Madison County [to include Woodberry Forest and Locust Grove] (as noted by the Piedmont Environmental Council) and how this district may affect the County's tax base; a future meeting will be held at the Rapidan Fire Department (for the public) in June 2019 to assess how the historical district may (or may not) impact the County's tax base; citizens were encouraged to attend the meeting session.
- ii. A sub-committee continues to work on solar energy systems; a future meeting has been scheduled on May 2, 2019 at 10 a.m. in the Chamber building; additional discussions on this matter will continue at the May 14, 2019 workshop session at 7:00 p.m. in the auditorium.

In closing, he encouraged the public to become more involved in discussions and the public hearing process for any matters that pertain to the County.

Rappahannock Electric Cooperative (REC): Oliver Price, Rappahannock Electric Cooperative, was present for tonight's session.

7. Committees or Organizations:

a. Report on Status of Committees & Other Appointments: The Deputy Clerk noted that the FAPT parent representative slot is still vacant; an update hasn't been received from Tiffany Woodward, CSA Coordinator; Valerie Ward, Director of The Department of Social Services, has been consulted regarding the Social Services Board slot that will expire on June 30, 2019 (currently filled by Mr. Norris Johns). A draft advertisement has been included in today's packet for review and advisement.

After discussion, it was the consensus of the Board to proceed with advertisement of the upcoming vacancy.

8. Finance:

a. Claims

\$ 69,744.70 (4'22'19)

\$ 74,538.81 (4'19'19)

\$144,283.51 (Total)

Highlights:

- \$38,510.90 (Purchase of Sheriff's vehicle [agreed to be purchased in the fall; funding will device from other budgetary line items within the Sheriffs' departmental budget by the end of the month])

Supervisor Weakley: Questioned if the proposed costs include all turnkey items (i.e. decals, lightbars, etc.); referred to the recent changes for vehicle purchases (in comparison to the state bid process).

To which the Finance Director expressed being uncertain.

The Finance Director advised that (in her opinion), the proposed costs may not include everything

Supervisor McGhee moved that the Board approve claims in the amount of \$144,283.51, seconded by Supervisor Foster.
Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).

b. Consideration: Budget Supplements

i. Central Virginia Regional Jail - Inmate Medical (FY2019 Proposed Supplemental Appropriation #33_04232019 - \$1480.67): The Finance Director advised that today's supplement is to appropriate additional contingency provision for CVRJ medical costs billed on 4/9/19.

Supervisor Foster moved that the Board approve supplemental appropriation #33, seconded by Supervisor McGhee.

Supervisor Weakley: Questioned the breakdown and the previously billed amount vs. the total amount now being due.

The Finance Director explained that the amount being billed is the total of bills received on April 19, 2019 from the facility.

Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).

ii. Treasurer - Conference Reimbursement (Supplemental Appropriation #34_04232019 - \$310.00): The Finance Director advised that the request is to appropriate funds to the Treasurer's office for a conference refund that was paid.

Supervisor McGhee moved that the Board approve supplemental appropriation #34, seconded by Supervisor Weakley. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

iii. Schools - Security Grant (Supplemental Appropriation #35_04232019 - \$35,777.00): The Finance Director advised that the request is to appropriate additional funds for a state grant received by the School Board; this grant funding is to be spent on security cameras for Waverly Yowell Elementary School. Supervisor Foster moved that the Board approve supplemental appropriation #35, seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

c. Consideration: Schools - Appropriation for Wetsel Middle School Safety Vestibule:

AMENDED RESOLUTION# 2019-6

AMENDED RESOLUTION TO APPROPRIATE THE FISCAL YEAR 2019 MADISON COUNTY

CAPITAL BUDGET FOR APRIL 2019

WHEREAS, on April 24, 2018 the Madison County Board of Supervisors adopted a Capital Budget for Madison County for Fiscal Year 2019 in the amount of \$2,748,556; and

WHEREAS, the Fiscal Year 2019 Adopted Capital Budget includes school operations and capital funding for the Madison County School Division equaling \$387,000; and

WHEREAS, the Board of Supervisors is required to appropriate for actual expenditure the adopted Fiscal Year 2019 budget; and

WHEREAS, 15.2-2506 and §21.1-94 of the Code of Virginia indicate that the Board of Supervisors may make annual, semiannual, quarterly or monthly appropriations for contemplated expenditures; and

WHEREAS, the Board of Supervisors desires to make a monthly appropriation for capital expenditures;

NOW, THEREFORE, BE IT RESOLVED on this 23rd day of April, 2019, that the Madison County Board of Supervisors hereby appropriates the Fiscal Year 2019 Adopted Capital Budget for April 2019 in the amounts specified for each fund contained in said budget; with such appropriation summarized below:

General Operations	\$ 40,485
School Operations	
County Capital Projects Fund	
School Capital Projects Fund	40,485
Transient Occupancy Tax Fund	
Total Capital Appropriations	<hr/> \$ 80,970

Adopted this 23rd day of April, 2019, by the Madison County Board of Supervisors on motion of Supervisor McGhee, seconded by Supervisor Foster.

- *Supervisor Weakley: Suggested that the school system be requested to provide hard numbers when they are available for the security vestibules.*
- *Chairman Jackson: Noted that the school is being fiscally responsible and staying within the allocated budgeted funding*

Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).

d. Report: Projected Actions on Budget & other Finance Items Needed by 6/30/19: The Finance Director advised that the proposed budget has been slated for advertising within the upcoming week; a public hearing is scheduled for May 7, 2019 at 7:00 p.m.; adoption has been set for May 14, 2019, with an appropriation date by the end of June 2019. Unrestricted budgetary issues include (in contingency) include the following:

- \$124,000 (IT costs)
- \$100,000 (Adjustments related to the compensation study)
- \$242,000 (For revised EMS staffing)
- \$141,000 (County & Social Services health insurance costs)
- \$81,000 (Estimate of increased costs for the transfer station)

It was suggested that:

- The Board adopt the original budget
- Supplemental appropriations can be made at any time to place the above funded items back into the original budget
- Efforts continue on resolving health insurance adjustments
- Additional budgetary issues could be resolved during the May/June time period

9. Minutes

a. April 92019 Meetings

Chairman Jackson called for corrections and/or adoption of the minutes of April 9, 2019.

Supervisor McGhee moved that the Board approve the minutes of April 9, 2019, seconded by Supervisor Foster. **Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).**

10. Old Business

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a. Report: IT Study Follow-up: The Finance Director advised that the proposed IT Study proposal was to be initiated in a three (3) phase study which would involve:

- A cost of \$50,000 (from FY20) to evaluate potential software replacement program
- Replace outdated computers
- Hire an IT specialist
- ANS providing automatic window updates
- Contract being in place at the end of FY19

The Finance Director advised that a proposed draft contract should be provided in May along with an estimate of costs required for assistance by ANS. It was suggested that the procurement process be initiated along with a commitment by the end of FY19. Additionally, ANS has suggested that a sliding scale be initiated with the service level agreement be in place before a large -scale computer replacement process is launched.

It was further suggested that:

- An inventory be initiated for all county equipment (with assistance from Charles Moncrief)
- An inventory also be made as to what programs are on each County desktop

The Finance Director advised that \$101,760.00 in funding be allocated from FY19 funds (i.e. can be attained through CSA savings). She also suggested that the Board consider replacing the existing county phone system by the end of the fiscal year.

Chairman Jackson suggested that a working group to consist of the:

- Finance Director
- County Administrator
- Commonwealth Attorney
- Supervisor McGhee

The Finance Director advised of incremental concerns pertaining to the:

- Proposed health insurance costs
- Additional costs associated with EMS
- Transfer Station costs

And suggested that a commitment be in place by the end of June 2019.

- *Supervisor Weakley: Questioned if some items will need to be moved into a future budget calendar year; suggested that a fixed amount be developed for IT assistance; referred to the "TIC Group" and feels there may be some value to developing a technology advisory board, but suggested the County not become too bogged down with the process; questioned the services that AMS is to be providing to the County; verbalized favor of having the IT work completed as soon as possible, and that hiring an IT specialist will be an advantage.*

After discussion, it was the consensus of the Board to request that the Finance Director return with a generalized plan and a proposed funding mechanism within the next two weeks.

The Finance Director stressed the need for the County to get as much done now as possible, and to also consider entering into a short-term billable agreement. A job description will also need to be developed for an IT specialist.

b. Consideration: Social Services Building MOU: The County Attorney advised that work and approval is in order for the proposed MOU contract agreement, with minor changes from the DSS staff; a signed MOU will be in order very soon.

The Finance Director advised that the proposed memorandum agreement may impact the cost allocation process, of which the County Attorney advised that no determination has been made regarding any fiscal impact at this time, and that the document is basically for cost reimbursement only.

After discussion, the Board requested that an update be provided concerning any type of financial impact, as the building has reached its full depreciation value.

The County Administrator advised that the base document was done with the help of DSS staff so that the County can be reimbursed all monies allowed from May 1, 2018 (for improvements done at the expense of the County [i.e. roof replacement, HVAC, etc.]).

Supervisor Weakley moved that the Board authorize the Chairman of the Board to sign the MOU draft with DSS to include revisions that were made, seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

c. Report: Solid Waste Management Contracts: The County Administrator advised that a second RFP has been released for the transfer station contracts with a May 17, 2019 due date. It was noted that the County will need someone to operate the transfer station to haul/dispose of solid waste and to handle the recycling piece.

d. Report: Criglersville School Property: The County Administrator advised that there were no proposals received for the Criglersville School property.

The Chairman encouraged all parties involved to figure out the best option for Madison County.

- Connie Aylor, was present and advised that it was the suggestion of the Criglersville School Advisory Committee that the facility be demolished, unless anyone came forward to assume the building and fix it up.

The County Administrator advised that an alternative voting location will need to be determined, and referred to the fact that it would be favorable for the County if the building were sold vs. funding the demolition process.

- Max Lacy was present and advised that the Criglersville School Advisory Committee agreed that the building and cottage be demolished, but that a pavilion could be built at the school location.
- *Supervisor Weakley: Expressed that he has good memories from having attended the school in the past; thanked the Criglersville Elementary School Advisory Committee for their efforts.*
- *Supervisor Hoffman: Noted that the building is steadily deteriorating; verbalized concerns that someone may enter the property and get hurt.*

The County Administrator advised that the desire to sell the building was sent to many real estate agencies and heavily advertised, with no success.

- Mike Fisher, was present and questioned whether the facility was evaluated for asbestos, and also noted that the Criglersville School Advisory Committee agreed that the building be demolished.

To which the County Administrator noted that the EPA evaluated the building for asbestos; a draft document has been provided to the County and can be used against the proposed contract for assessing asbestos.

After discussion, it was the consensus of the Board to authorize the County Administrator to proceed with investigating the demolition of the facility.

After discussion, it was the consensus of the Board to authorize the County Administrator to proceed with obtaining bids for work that would result in the demolition of the two Criglersville buildings.

11. New Business

a. Consideration: MOU re Circuit Court Judge's Legal Assistant: It was reported that the County currently has an arrangement with Greene and Orange to help fund the costs associated with the Judge's legal assistant. However, now, the costs will be shared between Madison and Orange (excluding Greene); the share is established by the Judge and an updated memorandum agreement to document the arrangement is had been suggested. The proposed agreement was drafted by the Orange County Attorney, and has been reviewed by the Madison County Attorney. Based on the costs (\$71,380) for the employee (provided by Orange) and the 40% share for Madison County (provided by Judge Durrer), the FY20 budget contains \$28,596 to cover this position.

Supervisor Weakley moved that the Board authorize the Chairman to execute the proposed memorandum of understanding with Orange County with funding the Circuit Court Judge's Legal Assistant with minor revisions as approved by the County Attorney, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

b. Consideration: Resolution for Betty Grayson: Supervisor Hoffman noted that Mr. David Jones (former BOS member) has been designated to read the resolution provided by Mr. V. R. Shackelford, III for Ms. Grayson.

Supervisor McGhee moved that the Board approve a Resolution honoring Betty C. Grayson, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

c. Committee to Work on Replacing the Zoning Administrator: Chairman Jackson referred to previous discussions about establishing a committee to address replacing the Zoning Administrator.

After discussion, the following was determined that the following would constitute an interview panel for the position:

- Carty Yowell & Charles M. Fisher (Madison County Planning Commission)
- R. Clay Jackson, Amber Foster (Madison County Board of Supervisors)
- Kenneth "Wes" Smith (Building Official).

12. Information/Correspondence:

Wool & Wine Festival: Supervisor Weakley reminded all present about the Wool & Wine Festival hosted by Madison County Parks & Recreation at the Hoover Ridge. It has been reported (by Gerald Carpenter, PRA Manager) that Madison County has become very well known on the east coast for the sheepdog tryouts associated with the event. There will also be a food truck on site along with several other highlights. All were asked to come support the event.

Madison Historical Society: Max Lacy of the Madison County Historical Society, was present to advise of the upcoming lecture that will feature Ms. Carol Nash; the program is scheduled for May 19, 2019 in the County auditorium and will focus on the findings at the Old Rag Parking Lot excavation.

13. Public Comment

Chairman Jackson opened the floor for public comment. With no comments being brought forth, Chairman Jackson closed the public comment opportunity

14. Closed Session (if necessary)

15. Adjourn

With no further action being required, Supervisor Weakley moved that the meeting be adjourned, seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0). Absent: McGhee.*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors

Adopted on: May 14, 2019

Copies: Board of Supervisors, County Attorney & Constitutional Officers



Agenda
Regular Meeting
Madison County Board of Supervisors
Tuesday, April 23, 2019 at 6:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727

1. Call to Order, *Pledge of Allegiance & Moment of Silence*
2. Determine Presence of a Quorum / Adopt Agenda
3. Public Comment
4. Special Appearances
5. Constitutional Officers
6. County Departments
7. Committees or Organizations
 - a. Report on Status of Committee and Other Appointments Deputy Clerk Frye
8. Finance Director of Finance/Assistant County Administrator Costello
 - a. Consideration: Recent Claims

b. Consideration: Budget Supplements

i. Central Virginia Regional Jail - Inmate Medical (#33)

ii. Treasurer - Conference Reimbursement (#34)

iii. Schools - Security Grant (#35)

c. Consideration: Schools - Appropriation for Wetsel Middle School Safety Vestibule

d. Report: Projected Actions on Budget & Other Finance Items Needed by June 30'2019

9. Minutes (April 9 Meeting) Deputy Clerk Frye

10. Old Business

a. Report: IT Study Follow Up..... Dir. Of Finance/Asst. Co. Administrator Costello

b. Consideration: Social Services Building MOU..... County Administrator Hobbs

c. Report: Solid Waste Management Contracts..... County Administrator Hobbs

d. Report: Criglersville School Property..... County Administrator Hobbs

11. New Business

a. Consideration: MOU Re Circuit Court Judge's Legal Assistant.... County Administrator Hobbs

b. Consideration: Resolution for Betty Grayson..... Deputy Clerk Frye

c. Committee to Work on Replacing the Zoning Administrator..... Chairman Jackson

c. Committee to Work on

12. Information/Correspondence

13. Public Comment

14. Closed Session

15. Adjourn

AMENDMENTS NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT